

Project Performance Monitoring Meeting (PPMM)

COAST Foundation, Dhaka. Date: 19 March, 2024

A virtual Project Performance Monitoring Meeting (PPMM) took place on 19 March 2024. The Executive Director, Director, Joint Directors, Regional Team Leaders (RTLs), PMs, DPM, and M&E Officers from different projects attended the meeting and assisted in making decisions. Joint Director-MEAL&R moderated the meeting.

A. Meeting Agenda:

1. Last meeting minutes review
2. Newsletter Feedback
3. Data segregation report
4. Sharing PPT and progress report
5. AoB

B. Discussion and Decisions:

SL	Agenda	Discussion and Decisions	Datelines	Responsibility
1.	Last meeting minutes review	<ul style="list-style-type: none"> • Exit Strategies for the projects e.g. RMTP Safe Poultry and Street Food will be developed. • Exit strategy of APFP will be submitted by today. • An annual learning sharing meeting will be held on March 27, 2024 at 2:30 pm, where all PC will be present their projects challenges, lessons learnt and way forward. • Brain storming workshop for developing Radio Content Development will be held at 11:30am. • Everyone should maintain a movement register, wherever they go. 	<p>30.03.2024</p> <p>19.03.2024 27.03.2024</p> <p>28.03.2024 Ongoing</p>	<p>PC</p> <p>Head-MEAL&SD PC & M&E</p> <p>Coordinator CR All Staff</p>
2.	Newsletter feedback	<ul style="list-style-type: none"> • RMTP: Be more careful in alignment, caption selection, and spelling. Also, ensure to include COAST logo, name and address. • Radio Saikat: Be more attentive of caption selection and spelling. • SSFGM: Cautiously check spelling. 	Ongoing	<p>PC</p> <p>PC</p> <p>PC</p>
3.	Data segregation report	<ul style="list-style-type: none"> • 109% of the monthly planned activities were successfully completed by February 2024. • The cumulative number of activities completed up to February stands at 59%. • As of February 2024, 65% of program participants have been reached, with 52% being male and 48% being female. • As of February 2024, cumulative program participant Person with Disabilities-474, Ethnicity and Marginalized Reached- 342 and Women headed program participants-249. 		
4.	Sharing PPT and Progress Report	<p>SSFGM: Burn Rate reporting month- 110%, Cumulative- 98%. Good Presentation.</p> <p>UNICEF-Education: Burn Rate of reporting month- 78%, Cumulative- LoP: 63%. Nice Presentation.</p> <p>UNICEF-Child Protection: Burn Rate reporting month- 97%, Cumulative- 76%. Good Presentation.</p>	Ongoing	PC

SL	Agenda	Discussion and Decisions	Datelines	Responsibility
		<p>SPCP: Burn Rate reporting month- 96%, Cumulative- 12%. Good Presentation.</p> <p>Adolescent Program: Burn Rate reporting month- 99%, Cumulative- 47%. Good Presentation.</p> <p>UNICEF Bhasan Char: Burn Rate up to reporting month- 91%, Cumulative- 94%. Nice Presentation.</p> <p>Radio Meghna: Burn Rate reporting month- 87%, Cumulative- 27%, The presentation was good with a video.</p> <p>Radio Saikat: Burn Rate of reporting month- 90%, Cumulative- 96%. Good Presentation.</p> <p>RMTP: Burn Rate of reporting month- 98%, Cumulative- 63%. Good Presentation but need to follow prescribed format.</p> <p>CITEP: Good Presentation.</p>		
		<p>Feedback on the presentation:</p> <ul style="list-style-type: none"> • New PC of ENRICH project should join the PPMM for presentation. • Unicef Education: The presentation should be brief, not exceeding 10 minutes. • Unicef Child Protection: Presentation should be brief, not exceeding 10 minutes. 	Ongoing	PC
5.	AoB	<ul style="list-style-type: none"> • Radio Saikat and Radio Meghna should follow the recommendations of listener groups and produce programs accordingly. • PC should share one slide for their visit findings, if any, done by an external. • ENRICH project didn't share documents in last 2 PPMM and no one joined from the project. PC should join next time. • Entitative for developing web-based MEAL system will be taken soon. Then staff training will be provided for posting data on it. • Radio programs will be supervised from central office. Focal of all projects will also ensure their follow-up of their projects. • A meeting will be organized by the ED regarding giving like, comment, etc. in social media. • Refreshers orientation will be provided to the UNICEF project staff at field levels. 	<p>Ongoing</p> <p>April</p> <p>22.03.2024</p> <p>16.04.2024</p>	<p>All</p> <p>JD-MEAL&R</p> <p>DED</p> <p>PCs, UNICEF</p>

Having no other issues to discuss, the meeting ended up with a vote of thanks by the Joint Director- MEAL&R.

Notes taken by:



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Moderated by:



Md. Iqbal Uddin
Joint Director- MEAL&R
COAST Foundation